

Workbook-Module 7-Career Path Development

Introduction. This module will dive into the practical ins and outs of career development and job skills. Your readiness for full-time work may depend upon how stable you are in your sobriety. “If being out there in the workplace gives you access to drugs and



alcohol, it may be better to stay under closer accountability until you get stronger.” This decision calls for wisdom and good counsel. Are you working in a career that you enjoy? Is there a clear sense of purpose

in what you are doing?

Objective.

- Know your rights and requirements of disclosing a criminal record to an employer in the state you live.
- To become aware of career path options available to those who have a criminal record that emphasize the positive steps you are taking.
- Learn to not self-identify with negative stigmas regarding past mistakes. But focus on growth and positive changes.



1. When deciding if a particular offense will disqualify an applicant, an employer must consider what 3 things (Module 7.1)?

How much _____ has passed since the offense or sentence?

The _____ and _____ of the offense or conduct, and

the _____ of the job-where is it performed, how much supervision and interaction will the employee have with others.

2. State legislation that requires employers to **not** ask about felony convictions is called _____ - _____ - _____ legislation.

Job vs. Career Path

3. A job is _____ oriented. It is something you do on a part or full-time basis that serves a need and _____ the bills (Module 7.1).

4. A career path is _____ - _____ work in which you build up experience, skills, and _____. It may connect to something you recognize as a need in your _____ or something you are _____ about (7.1).

*Generally, with a job, you are working for a paycheck.
In a career path you are working to succeed in
accomplishing goals. Education for career path
development may come from on the job training, in a
trade school, college, or university.*



5. You can overcome the _____ and _____ and find work that you are passionate about with purpose (Module 7.1).
6. What are some benefits of looking for internships, even if they are volunteer positions at first ? _____

_____ (Module 7.1).
7. What is an area you are interested in developing knowledge and skills in that is part of your long-term career goals _____ (Module 7.1)?

Career Assessment-Knowing Your Skill Set

8. Employers are looking for people who can _____ in groups (7.2).
9. Two main areas talked about in connection with skill sets are _____ skills, and _____ skills (Module 7.2).
10. What are 3 examples of hard skills _____

_____ (Module 7.2).

Essential Etiquette Reminders

- Make good eye contact when talking with people.
- Use a firm handshake during introductions.
- Always be appreciative and say please and thank you.



11. Soft skills are centered around your _____ skills and how well you communicate with others (Module 7.2).

12. What is one of the biggest distractions we commonly have in the work-world and what should we do about it _____

_____?

Career Assessment Tools

13. In the Myers-Briggs Personality Inventory based on theories by Carl Jung, what are the 4 primary functions people use to experience the world?

Go here to take the Myers-Briggs Personality Inventory

<http://www.humanmetrics.com/personality>



Smoking and Vaping (7.3)

14. _____ is one of the most addictive substances on the planet.
15. Once a person stops smoking, the _____ has an amazing ability to _____
16. After 1 week of quitting, your _____ will go down.
17. After 1-month shortness of breath symptoms may _____.
18. After 9-12 months the _____ will heal and regain function.
19. After 1 year, the risk of _____ is cut in half.
20. Activities that reduce stress include _____ and _____ (7.3).
21. The truth is we don't know the _____-_____ impact of vaping.
22. Don't let advertisers dictate whether or not you need to use their product. You _____ whether a product will bring _____ and _____ into your life.

Making a Resume, Utilizing Social Media, and Your Professional Profile

23. A professional profile is a great place to show _____ you are and what you are _____ of (7.4).
24. When writing out your work history, include a lot of _____ that can be found in by a search engine in the _____ section.
25. Name 3 examples of hard skills _____.



26. Name 3 examples of soft skills _____.

27. An impactful media profile starts with a great _____.

28. Make sure you have excellent _____ when taking your profile picture.

Use the same picture across various media _____.

29. When you have revised your resume and profile give it to someone you _____ to review it and give you feedback.

30. With your personal branding it is important to be _____ in your message.

31. Make sure your profiles are _____ without _____ that would prevent an employer from scheduling that interview.

Five Keys to a Successful Interview (7.5).

32. What are the five components of a successful interview?

_____.

33. In any job's list of responsibilities you should focus on the _____ few listed without _____ the ones at the end.

34. Spending time _____ the position will prepare you for the interview so you can have _____ and _____.

35. The way you are dressed for the interview can make the statement:

"I _____ this position and am _____ to work!"



36. Being _____ and transparent in the interview shows you have turned away from negative behaviors of your past and are breaking _____ of shame issues.

37. When asked if you have any questions towards the end of an interview make sure you have _____.

38. What is one unique question you can ask?

39. The dialogue that comes from these types of questions brings you into the inner _____ of the work environment and _____ and shows you are ready to learn.

40. Be sure to make excellent _____ during your interview.

41. Even if you aren't given a job offer it brings you _____ to your next position and you have gained valuable experience.

**Getting your High School Equivalency, Taking a College Class,
and Finding Good Childcare (7.6).**

42. Real knowledge is not just information stored in your head, but knowledge _____ to your _____.

43. One High School Equivalency test is known as the GED. What does this stand for? _____.



44. Recognizing the need for _____ and choosing a new path is like shining a high wattage _____ onto the steps ahead of you.
45. Your ability to earn a sustainable living greatly _____ with a High School equivalency.
46. Some the challenges you will face in resuming your education are _____, family, money, and _____,
47. You do not have to have a specific curriculum picked out to work on your degree. You can start with just one college _____ and go from there.
48. If you could pick any degree program to work on starting tomorrow, what would it be _____?

Finding Good Childcare

49. What are 2 care provider apps/sites _____
50. Question for Reflection: What did you enjoy most about your last level of formal education whether high school or college? What was your biggest obstacle to continuing your education?

